

Northern Tier Regional Library Collection Development Policy

Mission Statement

The mission of the Northern Tier Regional Library (NTRL) is “to provide resources that inspire, inform, educate, and entertain the public.” The library seeks to provide a welcoming environment, a qualified staff, a wide variety of materials in all formats, programs for patrons of all ages, and access to current technology. In so doing, the library subscribes to the principles in the [First Amendment](#) to the United States Constitution, the [Library Bill of Rights](#) adopted by the American Library Association, and the [Freedom to Read](#) Statement of the American Library Association.

Collection Development Policy Purpose

The purpose of the collection development policy is to provide guidelines for acquisition and withdrawal decisions, the allocation of resources and long-range planning in accordance with the library’s mission statement in order to establish a collection of works that meets the informational, educational, and recreational needs of the community.

Responsibility for Selection

Library materials are selected by qualified and knowledgeable library staff members. The ultimate responsibility for materials selection and retention rests with the Director, who works within the framework of policies as established by the Board of Trustees.

Criteria for Selection

Materials will be selected to meet the informational, educational, and recreational needs of the community. General selection criteria for all materials includes: anticipated and popular demand, accuracy and currency of information, merit of item, suitability of material for patrons, existing library holdings, and budget. In the selection process, library staff will utilize published reviews, professional and trade publications, and patron requests and recommendations.

NTRL will provide materials representing a diversity of viewpoints, enabling patrons to make informed choices. The collection will be organized, marked, and maintained in a non-judgmental, objective manner in order to help patrons find the materials they need. NTRL upholds the right of the individual to access information, even though the content may be controversial or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement educational needs, stimulate and

widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents and guardians, who guide and oversee their own children's development. NTRL does not stand in loco parentis.

Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to obtain and circulate the items will also be factors in determining when a new format will be acquired.

Collection Maintenance

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria: relevance and accuracy of information, circulation statistics, physical condition, availability elsewhere, and shelf space. Discarded materials may be sold, donated, or recycled, as determined by the Library.

Gifts/Donations

NTRL welcomes gifts of funds and materials to enrich the collection. New and used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding that they may be utilized or disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the Director in consultation with library staff and the donor as appropriate. The Library reserves the right to determine the use and disposition of all gifts unconditionally.

Materials from Other Libraries

NTRL's collection cannot meet the needs of each patron on every subject due to factors such as space and budget. Materials not included in our collection can be obtained from other consortium libraries, including the Allegheny County Library Association (ACLA) and Carnegie Library of Pittsburgh (CLP). Items are also available via Interlibrary Loan. In return, NTRL will reciprocate by lending materials to other libraries.

Statement of Concern

Any patron who would like to express a concern about an item in the library's collection may fill out a "Statement of Concern" form, which can be obtained at the library.

Title	Collection Development Policy
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Prepared by	Diane Illis/NTRL Board of Trustees